

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

SECRETARY FOR RESOURCES
P.O.BOX 944246
SACRAMENTO, CA 94244-2460



Employee Name	CHRISMAN, MIKE
Expense Dates	07/13/09-07/14/09
Total Expense Amount	373.74
Amount Due Employee	244.54
Form ID	TEA000481655

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	07/13	Lodging	167.04	
2)	07/13	Parking, Auto	15.00	
3)	07/13	Internet Charges	7.50	
4)	07/13	Photocopies	4.00	
5)	07/14	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 07/13/09-07/14/09
Report Name Orange County July

Request Total \$ 373.74
Direct Charge Total - 129.20
Travel Advances - 0.00
Net Due Employee = 244.54

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Orange Cty July	373.74

NOTE: (d)=Direct Charge

DATE	Mon Jul 13	Tue Jul 14								TOTAL
Commercial Air Fare (d)	129.20									129.20
Lodging	167.04									167.04
Parking, Auto	15.00	15.00								30.00
Breakfast	6.00	6.00								12.00
Dinner	18.00									18.00
Internet Charges	7.50									7.50
Photocopies	4.00									4.00
Incidentals		6.00								6.00
TOTALS \$	346.74	27.00								373.74

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Employee Name	CHRISMAN, MIKE
Expense Dates	07/08/09-07/09/09
Total Expense Amount	379.95
Amount Due Employee	175.75
Form ID	TEA000481639

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	07/08	Lodging	123.75	
2)	07/08	Parking, Auto	15.00	
3)	07/09	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 07/08/09-07/09/09
Report Name San Diego July

Request Total \$ 379.95
Direct Charge Total - 204.20
Travel Advances - 0.00
Net Due Employee = 175.75

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	San Diego July	379.95

NOTE: (d)=Direct Charge

DATE	Wed Jul 8	Thu Jul 9								TOTAL
Commercial Air Fare (d)	204.20									204.20
Lodging	123.75									123.75
Parking, Auto	15.00	15.00								30.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	342.95	37.00								379.95